

BY ORDER OF THE COMMANDER

**AFOATS SUPPLEMENT 1
AFI 33-112, VOLUME 1
23 APRIL 2001**



Communications and Information

**AIR FORCE OFFICER ACCESSION AND TRAINING SCHOOLS
COMPUTER SYSTEMS MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

*OPR: AFOATS/SDCI (Ms Julia Smith)
Supersedes: AFOATS I33-103, 30 April 1998*

*Certified by: AFOATS/SDC (Maj Robert V. Goerke)
Pages: 13
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AFI 33-112, Vol 1, 23 April 2001, is supplemented as follows:

7. Commanders/Division chiefs will ensure all Computer Systems Equipment Custodians have read and fully understand the contents of AFI 33-112 and this supplement. This will fulfill the initial and annual training requirements.

7.6. Appointment letters will be accomplished on an annual basis and when there is a change in primary or alternate equipment custodian, in the format shown in Attachment 1.

- Units assigned to and junior units in the AFROTC Southeast Region due NLT 1 January of each year.
- Units assigned to and junior units in the AFROTC Southwest Region due NLT 1 April of each year.
- Units assigned to and junior units in the AFROTC Northeast Region due NLT 1 July of each year.
- Units assigned to and junior units in the AFROTC Northwest Region due NLT 1 September of each year.

10.1. The Equipment Control Officer (ECO) for Defense Reporting Agency (DRA) 5795 is responsible for all applicable procedures described throughout this instruction. The ECO is appointed by AFOATS/SDC and is located at Maxwell AFB, AL 36112-6106.

11. The ECO maintains accuracy on the Information Processing Management System (IPMS) accounts and provide new equipment custodian inventory listings annually to all AFOATS organizations. The ECO will provide new inventory and applicable bar code labels. All equipment assigned to AFROTC Regional Directors of Admission (RDAs) and Assistant RDAs (ARDAs) will be added to the respective unit's account where the individual is physically located. However, such assets are not unit assets.

- Due to units assigned under AFROTC Southeast Region NLT 1 January of each year.
- Due to units assigned under AFROTC Southwest Region NLT 1 April of each year.
- Due to units assigned under AFROTC Northeast Region NLT 1 July of each year.
- Due to units assigned under AFROTC Northwest Region NLT 1 September of each year.

11.1. The ADPE Inventory re-certification letter will be used to re-certify ADPE inventory providing there are no changes to the inventory. Examples of inventory changes are adding items, deleting items, and change in Equipment Custodian (EC). Remember the inventory must be certified in order to use

this letter. Certified inventory is an inventory signed and dated by EC, ECO, and unit commander. This letter will be faxed or mailed to AFOATS/SDCI (see Attachment 8).

11.2. ECs maintain a continuity folder to include, as a minimum, the following documentation. All documentation will be maintained IAW AFI 37-138, *Records Disposition--Procedures and Responsibilities*.

- Section 1: Appointment letter/Training documentation
- Section 2: Governing directives
- Section 3: Copy of current certified equipment inventory and AF Form 1297, **Temporary Issue Receipt**, for equipment signed out
- Section 4: Copy of support documents for additions (AF Form 1297, DD Form 250, **Material Inspection and Receiving Report**, DD Form 1149, **Requisition and Invoice/Shipping Document**, etc. see Attachment 2)
- Section 5: Copy of support documents for deletions (DD Form 1149, DD Form 1348-1a, **Issue Release/Receipt Document**, letters of transfer, etc. see Attachment 3 and 4).
- Section 6: Copy of general correspondence relating to computer systems equipment management (policy letters requirements documents, technical solutions and etc.)
- Section 7. History of all maintenance actions (AF Form 597, **ADPE Maintenance Record**, vendor maintenance forms, etc.)

11.12. ECs notify applicable unit commander and region commander/division chief in writing of the need to initiate a Report of Survey (ROS) with any account under DRA 5795 that involves lost, damaged, or destroyed equipment. ECs will provide a courtesy copy of the memo to the Equipment Control Officer, continue to follow-up until action is taken to clear missing item(s), and elevate issues as necessary.

33. Methods of Disposition. There are two methods for disposing of excess computer systems equipment within a given EC account.

33.1. Transfer excess operational assets to other AFOATS organizations (see Attachment 5).

33.2. Report excess to the ECO in letter format with associated turn-in documents.

33.3. Reporting. The EC will report all excess as shown in Figure 7.1 at least 120 days before they know it will no longer be required within their unit. This will eliminate the need to store assets pending receipt of disposition instructions and carry assets on maintenance contracts that don't need to be covered.

33.4. The EC will submit a letter for all non-operational equipment declared excess to receive a report number (see Attachment 6) to the ECO as soon as they are aware that the equipment will be excess. Send the complete DD Form 1348-1A (see Attachment 7) after receiving DRMO signature. Include the following on the letter: BARCODE, MAKE, MODEL, DESCRIPTION, PURCHASE PRICE (off the computer systems equipment inventory), and the condition of the equipment. See Figure 7.2 for appropriate condition codes. It should take no more than a week to process the disposition request for non-operational equipment. All requests that are not properly completed will be returned to the using organization for correction.

33.5. The EC will submit a letter requesting disposition for all operational equipment. AFOATS/SDC will determine if the computer systems equipment can be reutilized within AFOATS. The ECO will

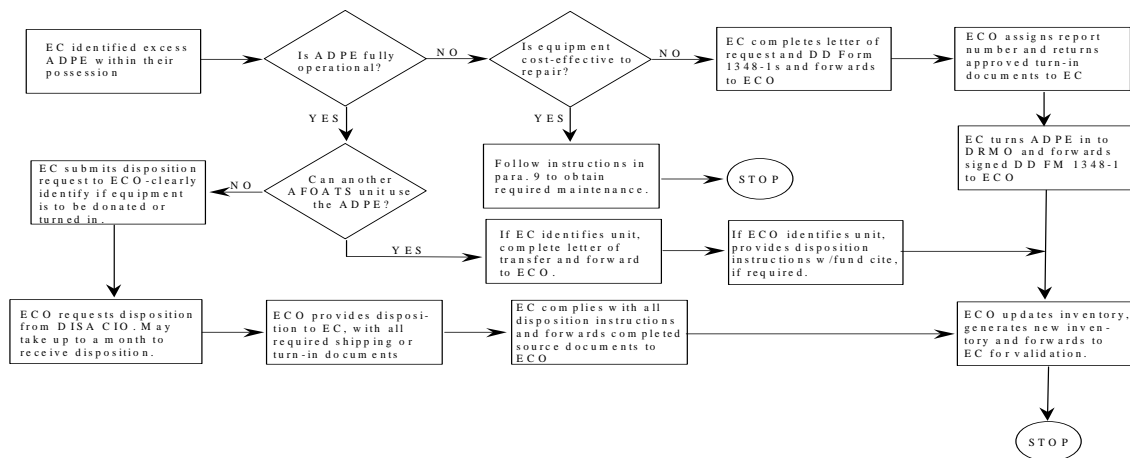
submit an electronic Standard Form (SF) 120, **Report of Excess Personal Property**, to MAJCOM, via Information Processing Management System.

33.6. It should take no more than 30 days to process operational equipment through the entire reutilization process. Air Force Communications and Information Center (AFCIC) will establish an automatic release date (ARD) based on the time equipment becomes available and their screening requirements. A copy of the electronic SF 120 excess report with the ARD will be returned to the ECO to the EC.

33.7. Equipment can be picked up before the ARD. If no one claims the equipment, it can be turned into the DRMO as salvage immediately after the ARD. Ensure all operating manuals, operating software, available maintenance records, cables and cords are transferred with the equipment. Therefore, excess equipment should be identified far enough in advance of the discontinuance date so you can either ship or salvage it when the ARD arrives without requiring storage of equipment.

33.8. All computer systems that are to be turned in will have an “FDISK” performed to delete the partitions off all internal media. For those systems that are non-operational, this task cannot be performed. The hard drive will be removed from the system and destroyed.

Figure 7.1. Excess Report Process Chart



33.9. Serviceability. Serviceability of computer systems resources has nothing to do with how old or antiquated a device is. It is based on the overall functionality of the device.

33.10. SERVICEABLE - Device is able to perform all tasks it was originally designed to perform.

- You have a 13" green screen monitor to work with a Z-248 computer system and it provides readable text when hooked to the computer. This device is designated as serviceable.
- You have a Z-248 computer system and it powers up to a prompt, you're able to read single-sided floppy diskettes, you can access the hard disk drive(s), and the video is legible. This is a fully functional machine.

33.11. **UNSERVICEABLE (Limited Restoration)** - Device is not presently able to perform all tasks it was originally designed to perform. However, with cost-effective repairs, the system will be able to perform all tasks it was originally designed to perform.

- You have a HP LaserJet III printer that has a bad fuser unit and it will cost approximately \$135.00 to repair. Based on the 65% repair cost limitation of the initial purchase cost (\$1,200.00) it is cost-effective to repair and the parts are still available. Therefore, it can be made totally serviceable/functional.
- You have a Unisys PW2 computer that will not power up. After running through the maintenance flowchart, it is determined that the power supply is bad. AFOATS/SDCB maintains a number of spare parts or is able to procure the replacement part for approximately \$70.00. This system can be made totally operational within the maintenance repair allowance.

33.12. **UNSERVICEABLE (Condemned)** - Device is not able to perform all tasks it was originally designed to perform, cannot be repaired cost-effectively, and replacement parts cannot be procured.

- You purchased a Dell 310 computer system six years ago and the memory modules have gone bad. We are unable to procure the memory modules due to their being proprietary and are no longer manufactured. This system should be declared unserviceable and condemned.
- You have a 17" Sony monitor (original purchase cost of \$490.00) that was struck by lightning. Repair estimate says it will cost \$395.00 to repair. It will not be cost-effective to repair the system and can be replaced for approximately \$300.00. This item will be designated unserviceable and condemned.

Figure 7.2. Declared Excess Condition Codes

CODE	EXPLANATION	EQUIPMENT CONDITON
A1	Serviceable (without qualification)	UNUSED-GOOD
A4	Serviceable (without qualification)	USED-GOOD
A5	Serviceable (without qualification)	USED-FAIR
A6	Serviceable (without qualification)	USED-POOR
E7	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-GOOD
E8	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-FAIR
E9	Unserviceable (Limited Restoration)	REPAIRS REQUIRED-POOR
HS	Unserviceable (Condemned)	SCRAP
HX	Unserviceable (Condemned)	SALVAGE

GOOD - little or no cosmetic damage

FAIR - case scratched and/or discolored

POOR - case dented, severely scratched, and/or discolored

34. Disposition of Excess Hardware. There are only two means of disposing of operational excess equipment that has been declared excess through the IPMS system:

34.1. If operational equipment is acquired through the reutilization program, a DD Form 1149 will be accomplished by the gaining organization who will pay for the shipment. The losing organization will need to work with the Traffic Management Office of the host base to have the equipment packaged and shipped. Coordinate all final DD Form 1149 actions with the gaining unit and send a copy of the DD Form 1149 to the ECO.

34.2. Once the release date is attained from the screening process, the ECO will complete a DD Form 1348-1a, consisting of six copies and forward along with the electronic Standard Form 120 to the EC. The EC will sign and date block 27 of all copies to verify the condition of the equipment and accuracy of the documentation. DRMO will sign/stamp and date the receipt copy of the DD Form 1348-1a, using block 7 or 8. A copy of the signed DD Form 1348-1a must be sent to the ECO for filing and IPMS inventory updating.

DIETER BARNES, Col, USAF
Chief, Support Division

Attachments:

1. Sample EC Appointment Letter
2. Sample DD Form 1149
3. Sample Direct Removal of Property Authorization Letter
4. Sample Receipt of New Computer Systems Resources Letter
5. Sample Transfer of Computer Systems Resources (Within AFOATS) Letter
6. Sample Request for Disposition Letter
7. Sample DD Form 1348-1A
8. ADPE Inventory Re-Certification Letter

ATTACHMENT 1
SAMPLE EC APPOINTMENT LETTER

Date _____

MEMORANDUM FOR AFOATS/SDCI

ATTENTION: Equipment Control Officer

FROM: AFROTC Detachment 999
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Appointment of Computer Systems Equipment Custodian /Alternate, Account # _____

1. Reference: AFI 33-112, para 7.5 – 7.6
2. The following individuals are appointed Primary and Alternate Computer Systems Equipment Custodians (EC) for computer systems equipment assigned to DRA 5795, EC Account _____. Each individual certifies they have read and understand the contents of AFI 33-112.

	PRIMARY	ALTERNATE
GRADE/NAME:	_____	_____
ORG/OFFICE:	_____	_____
BLDG/ROOM:	_____	_____
PHONE COMM:	_____	_____
PHONE DSN:	_____	_____
FAX:	_____	_____
E-MAIL ADDRESS:	_____	_____
SIGNATURE	_____	_____
COMPLETE ORGANIZATIONAL SHIPPING ADDRESS:	_____	

3. Thirty days prior to an EC being relieved from duty, reassigned, placed on TDY order for over 45 days, or separated from service, a new custodian will be appointed.
4. The individuals appointed above have been briefed on the following duties and responsibilities:
 - a. They are accountable and responsible for the items on their inventory. If computer systems equipment items are lost, damaged, or destroyed by fault or neglect of the EC, financial liability will be imposed according to *AFMAN 23-220, Reports Of Survey For Air Force Property*.
 - b. The EC must notify the Equipment Control Officer (ECO) in writing immediately when any computer systems equipment is gained, moved, replaced/modified by maintenance personnel, lost, stolen, or destroyed.
 - c. The EC will not transfer or dispose of any computer systems equipment without prior approval of the ECO staff.
 - d. They also understand that they will not be relieved of their responsibility and will be held accountable until a new EC is formally appointed, an inventory conducted with the incoming EC, the inventory is signed by both the incoming and outgoing EC and the documentation is accepted by the ECO.

JOHN DOE, Lt Col, USAF
Commander or Division Chief

cc:
ECO Files (1)

ATTACHMENT 2
SAMPLE DD FORM 1149

[illegible]

ATTACHMENT 3
SAMPLE DIRECT REMOVAL OF PROPERTY AUTHORIZATION LETTER

DATE

MEMORANDUM FOR DRMO_(Appropriate DRMO Designator)

FROM: AFOATS/SDCI
551 East Maxwell Blvd.
Maxwell AFB, AL 36112-6102

SUBJECT: Direct Removal of Property From DRMO

1. In compliance with DoDM 4160.21, *Defense Reutilization and Marketing Manual*, Chapter XII, para O, the following are authorized to sign DD Form 1348-1(s) for this DODAAC:

- a. Accountable Officer: (EC Full name and grade)
DODACC/UIC/RUC: (Applicable DODAAC for Unit)
ACTIVITY: (Unit Designation)
ADDRESS: (Full mailing address)
PHONE: (Commercial telephone number)
SIGNATURE: (EC Signature)
- b. Alternate Officer: (Alt. EC Full name and grade)
DODACC/UIC/RUC: (Applicable DODAC for Unit)
ACTIVITY: (Unit Designation)
ADDRESS: (Full mailing address)
PHONE: (Commercial telephone number)
SIGNATURE: (Alt. EC Signature)

2. If there are any questions or concerns, please contact me at (334) 953-8150 or DSN 493-8150.

JOHN DOE, ECO, USAF
ECO Signature Block

ATTACHMENT 4
SAMPLE RECEIPT OF NEW COMPUTER SYSTEMS RESOURCES LETTER

DATE

MEMORANDUM FOR AFOATS/SDCI

ATTENTION: DRA 5795 ECO

FROM: AFROTC Detachment 999
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Receipt of New Computer Systems Resources

1. The following computer systems resources were received by (EC Account #) on (date). Appropriate receiving reports (DD Form 250, DD Form 1149, DD Form 115, DD Form 1348-1a, etc.) are attached as source documents.

MAKE	MODEL	SERIAL NO.	DESCRIPTION	BLDG#	COST
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. This equipment will/will not be used to process classified material and is/is not Tempest equipment.

3. If there are any questions please contact the undersigned at (phone number).

JOHN DOE, MSgt, USAF
EC Signature

Attachments:

- 1.
- 2.

cc:
AFOATS/SDCI

ATTACHMENT 5
SAMPLE TRANSFER OF COMPUTER SYSTEMS RESOURCES (Within AFOATS) LETTER
ORGANIZATIONAL LETTERHEAD

DATE

MEMORANDUM FOR AFOATS/SDCI

ATTENTION: DRA 5795 ECO

FROM: AFROTC DETACHMENT 999 (Losing EC)
 123 Campus Drive
 Washington DC 12345-6789

SUBJECT: Transfer of Computer Systems Resources

1. Request the following computer systems resources be transferred from EC Account # _____ to EC Account # _____.

BARCODE	MAKE	MODEL	SERIAL NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please generate new computer systems equipment listings for both organizations, reflecting the above changes.
3. If there are any questions please contact TSgt Smith, (202) 555-1212. (EC of losing organization, phone number).

JOHN DOE, MSgt, USAF
 LOSING EC

1st Ind, 22 Support Squadron/CC (Gaining unit)

MEMORANDUM FOR AFOATS/SDC

I accept responsibility for the above listed equipment. Please implement the changes. These assets are to be utilized in the Officer Trainee computer labs located in building 1403.

STEVE PUBLIC, MSgt, USAF
 GAINING EC

cc:
 AFOATS/SDCI

ATTACHMENT 6
SAMPLE REQUEST FOR DISPOSITION LETTER
(ORGANIZATIONAL LETTERHEAD)

DATE

MEMORANDUM FOR AFOATS/SDCI
ATTENTION: DRA 5795 ECO

FROM: AFROTC Detachment 999
123 Campus Drive
Washington DC 12345-6789

SUBJECT: Request Disposition for Excess Computer Systems Resources

1. Request disposition for the following computer systems resources presently assigned to DRA 5795, EC Account # ____.

BARCODE	MAKE	MODEL	SERIAL NO.	COND CODE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Request your office assign appropriate report number for only excess operational equipment.
3. If there are any questions please contact ECO.

JOHN DOE, MSgt, USAF
EC Signature

cc:
AFOATS/SDCI

Attachment 8
ADPE INVENTORY RE-CERTIFICATION LETTER

MEMORANDUM FOR AFOATS/SDCI

ATTENTION: Equipment Control Officer

FROM: Detachment 019 Alabama State University
915 South Jackson Hall
Montgomery Al 36101-0271

SUBJECT: ADPE Inventory Re-Certification Letter

1. I (EC name and rank) certify (Det or Unit number) ADPE inventory (date of inventory) is correct and accountable.
2. I (Det/Unit Commander/SASI name and rank) certify (Det or Unit number) is correct and accountable.

JOHN DOE, Lt Col, USAF
Commander or Division Chief